



NFC

Internal Procedures



National Finance Center
Office of the Chief Financial Officer
U.S. Department of Agriculture

March 2000

Employee System (EMCP)

TITLE I
Payroll/Personnel Manual

CHAPTER 24
Employee System (EMCP)

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About This Procedure

This procedure provides instructions for accessing and operating the Employee System (EMCP). The following information will help you use the procedure more effectively and locate further assistance if needed.

How The Procedure Is Organized

The major sections of this procedure are described below:

Introduction presents an overview of EMCP, including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using EMCP.

Getting Started provides instructions for logging on to EMCP for both mainframe and PC applications and for using EMCP tool buttons, command buttons, pop-ups, functional/directional keys, and the main menu.

Using EMCP provides step-by-step instructions for the processes performed in EMCP.

Field Instructions For EMCP Windows contains instructions for or descriptions of the fields on EMCP windows.

Reference Tables includes tables of valid values for completing the fields on EMCP windows.


Heading Index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins or amendments. This procedure and all related bulletins and amendments are listed in the NFC External Publications Index, issued semiannually. Also, the Bulletin Board on NFC's home page (www.nfc.usda.gov) provides a list of all bulletins by title and publication date. Users can choose to view and/or print bulletins from this Bulletin Board list.

If you receive this procedure after it has been amended, you will receive the publications with all amendments and bulletins. Remove and insert amended pages according to the accompanying page control chart so that your procedure is current.

What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	 Note This field defaults to 000000000 . You must first delete the default.
Figure references link figures with the text. These references are printed in bold sans serif font.	The NFC Welcome Banner (Figure 2) is displayed.
References to headings in the procedure are printed in the same font as figure references. Note: When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	For instructions on this process, see Searching For An Employee .
References to menu options are printed in bold italics .	From the Employee Menu (Figure 3), select <i>File >Employee List</i>
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	Click [Find] to search for the employee or [Cancel] to cancel the search.
Field names are printed in the margin. Field specifications are printed in <i>italics</i> . Note: Field entries are identified as <i>required</i> ¹ , <i>conditional</i> ² , <i>optional</i> ³ , or <i>no entry</i> ⁴ .	SSN <i>Required, numeric, 9 positions</i> Type the employee's 9-digit SSN.
¹ Required ² Conditional ³ Optional ⁴ No entry	<i>You must enter data in the field. (Note: All mandatory fields on EMCP screens are highlighted to distinguish required entries from optional entries. The highlighted fields must be completed to avoid rejection.)</i> <i>You may be required to enter data, based on criteria indicated in the field instructions.</i> <i>You may elect to enter data in the field. If the field is left blank, no data is system generated.</i> <i>You do not enter data in the field. The field instruction states the reason for no entry.</i>

Who To Contact For Help

For questions about the system (including help with unusual conditions), contact Customer Support personnel at **504-255-5230**.

For questions about NFC processing, contact the Payroll/Personnel Operations Section at **504-255-4630**.

For access to EMCP, contact your agency's ADP security officer.

For questions about this procedure, contact the Directives and Analysis Branch at **504-255-5322**.

Introduction

This section presents the following topics:

[About EMCP](#)

[Related Systems](#)

[Responsibilities](#)

About EMCP

The Employee System (EMCP) is a Windows-based application of the National Finance Center (NFC). EMCP operates in a Windows format requiring Windows 95, Windows 98, or Windows NT 4.0 or higher. EMCP contains employee data as it relates to (1) NFC mainframe applications and (2) personal computer (PC) applications (System for Time and Attendance Reporting (STAR)).

Features of EMCP:

- Establishes users and/or employees for mainframe applications and STAR.
- For STAR, EMCP is loaded when the Permissions System (PRMS) for STAR is loaded. EMCP for STAR software is included with PRMS for STAR software. Instructions for installing PRMS (and other NFC applications) are available on the NFC Resource Center on the NFC home page at www.nfc.usda.gov.

Before an application that uses EMCP (mainframe or PC) can be accessed, (1) application users must first be entered in EMCP and (2) application users established in EMCP must be granted roles (profiles) in PRMS.

Mainframe and PC applications require separate installations of PRMS/EMCP because of the following:

- For mainframe applications, users for a specific application are loaded in the EMCP database by NFC with agency requested data from the Payroll/Personnel System. Once the data is loaded, it is the agency's responsibility to maintain the data.
- For STAR, there is no data included in the STAR employee database upon installation. All STAR users must be entered in EMCP by the STAR System Administrator, and STAR employees are entered by Timekeepers in EMCP through STAR.

Therefore, if an employee uses both mainframe and PC applications, there will be two EMCP applications on his/her computer. Both applications work identically, with the exception of logging on. See [Getting Started](#) for instructions on logging on to EMCP.

After being established in EMCP, all application users must then be granted roles in PRMS.



In STAR, Timekeepers use EMCP to establish a database of employees for whom time and attendance reports (T&A's) will be prepared each pay period. Because these Timekeepers are

working in STAR, the Timekeeper will think he/she is still in STAR. STAR links to EMCP when Timekeepers add employees.

For more information, see:

[EMCP Users](#)

[Hardware And Software Requirements](#)

EMCP Users

Agencies must establish an Administrator to set up users and/or employees in EMCP. This Administrator must set up these records before users can begin working in applications that use EMCP. Once these users are set up in EMCP, roles are assigned in PRMS. Each application has a set of roles associated with that application. After the roles are assigned, a user can work in the application. Users can have more than one role in a particular application. For more information on PRMS, see [Related Systems](#) and Title I, Chapter 25, Permissions System (PRMS).

Hardware And Software Requirements

You will need the following equipment to run EMCP:

- A PC capable of supporting Windows 95, Windows 98, or Windows NT 4.0 or higher.
- Windows 95, Windows 98, or Windows NT 4.0 or higher.
- A Super Video Graphics Array (SVGA) monitor set to 800x600 resolution and small fonts.
- Inkjet printer or laser printer (with at least 1 megabyte of memory).
- EMCP application software for use with Mainframe applications.
- PRMS application software for use with STAR. The EMCP for STAR software is contained within the PRMS for STAR software.

Related Systems

Systems that interface with EMCP are described below:

FOCUS Reporting System (FOCUS). FOCUS is an online reporting system used to create and generate ad hoc reports using database elements. EMCP users can request reports through FOCUS.

Permissions System (PRMS). PRMS is a Windows 95/NT/98 application that is used to establish, change, or delete employee permissions and security profiles. NFC's Security Office must initially establish the agency profiles before access to mainframe systems that use EMCP can be granted. For STAR EMCP users, PRMS is loaded on each System Administrator's PC, and the System Administrator sets up the roles.

Personnel Office Desktop Solutions System (PODS). PODS is a Windows 95/NT/98 application designed, developed, and maintained by NFC. PODS incorporates the concepts

of consolidating and streamlining personnel office functions and maintains information within one automated application. This application provides agencies/departments with an electronic method of creating, modifying, managing, and monitoring personnel and position data. Employees and users must first be established in EMCP before a user can begin working in PODS.

System For Time And Attendance Reporting (STAR). STAR is a Windows 95/NT/98 application designed, developed, and maintained by NFC. STAR is a T&A reporting application used to record T&A data for the preparation of a transmit file sent to NFC for processing. STAR users must first be entered in EMCP before a user can work in STAR.

Table Management System (TMGT). TMGT is an online system that contains valid values and descriptions for selected data elements used in the Payroll/Personnel System. TMGT allows individuals to query, update, request reports, and view data. EMCP contains various pull-down menus with data taken from TMGT.

Responsibilities

Listed below are the responsibilities of the primary organizations involved in entering and maintaining employee and/or user data:

The Agency:

- Downloads, installs, and maintains PRMS software for the appropriate application users. The EMCP software is included with the PRMS software. (This individual should have a working knowledge of Windows 95, Windows 98, or Windows NT 4.0 or higher.)
- Submits requests to NFC for employee and/or user data for mainframe applications using EMCP.
- Enters user and employee data to establish EMCP database for STAR.
- Maintains the EMCP database.

NFC:

- Processes requests within established timeframes.
- Provides reports.

Getting Started

This section presents the following topics:

- [Learning About EMCP](#)
- [Starting EMCP For Mainframe Applications](#)
- [Changing Your Password](#)
- [Starting EMCP For STAR](#)
- [Exiting EMCP](#)
- [EMCP Operating Features](#)
- [EMCP Main Menu](#)

Learning About EMCP

To use EMCP, you must have knowledge of Microsoft Windows. Use your Windows user guide for instructions on navigating in a Windows Environment. Use this procedure for help with entering data in EMCP.

For more information, see:

- [EMCP Help](#)
- [Arranging And Viewing Multiple Windows](#)

EMCP Help

The help feature is available to guide you as you enter data in EMCP. To get help, select **Help** from the menu bar at any window. A drop-down menu is displayed with the following options:

- **Help For This Window.** Provides instructions for the current window.
- **Help Contents.** Provides extensive field level help for EMCP.
- **Help For Help.** Provides instructions for using help.

Arranging And Viewing Multiple Windows

The Window option appears on all EMCP menu bars, allowing the arrangement of open windows for simultaneous display. To use this feature, select **Window** from any menu bar. The Window pull-down menu (**Figure 1**) is displayed with the following option:



Figure 1. Window pull-down menu

Below is a brief description of that option:

- **Cascade.** Overlaps the windows so that each title bar is visible.

Starting EMCP For Mainframe Applications

After NFC establishes the EMCP database with the agency-requested employee data, the Administrator can add, update, and/or delete employee records.

EMCP is downloaded from the File Transfer Protocol (FTP) server for mainframe applications when PRMS is downloaded. For instructions on downloading EMCP for mainframe applications, see Title I, Chapter 25, Permissions System (PRMS).

To start EMCP for a mainframe application:

1. From the Start menu, select **Start > Programs > National Finance Center > NFC Logon**. The NFC Welcome Banner (**Figure 2**) is displayed.

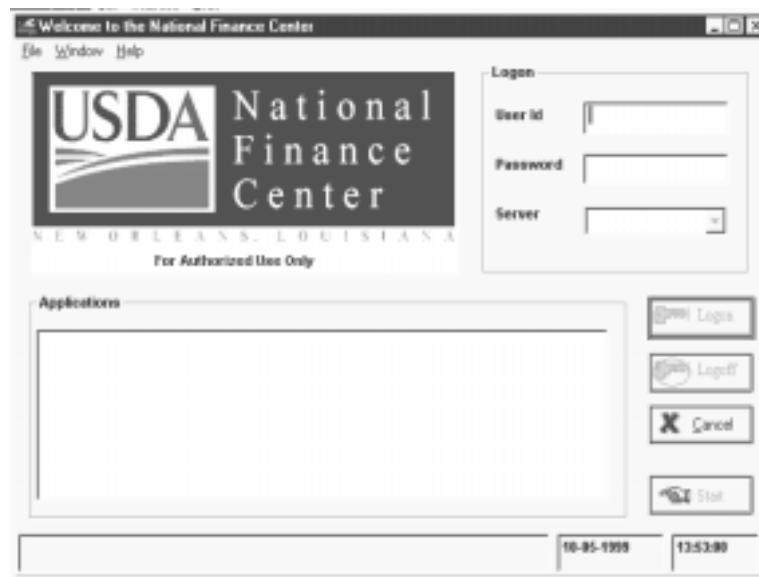


Figure 2. NFC Welcome Banner

2. Complete the fields as indicated under [NFC Welcome Banner Field Instructions](#).
3. Click **[Logon]**. A list of payroll/personnel applications is displayed.
4. Highlight **(EMCP) Employee System v01.01** and click **[Start]**. The Employee Menu window (**Figure 3**) is displayed.

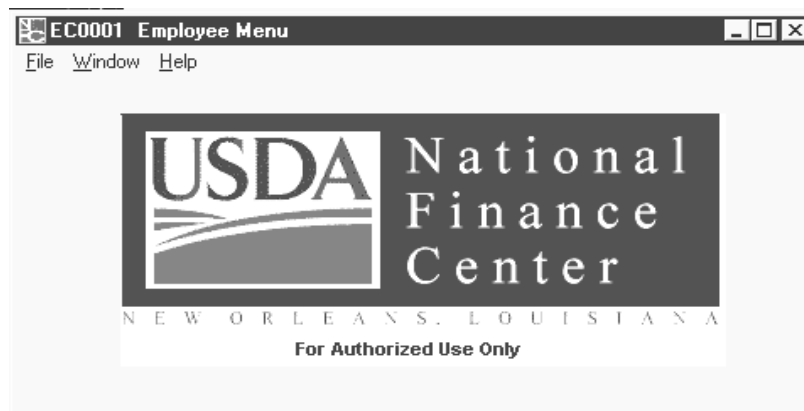


Figure 3. Employee Menu



Note

When using EMCP/PRMS for mainframe applications, you must use the current version of EMCP/PRMS. If the current version is not installed, EMCP will not run. Instead of seeing EMCP, a message will appear indicating that access is denied, and that the current version must be installed. You cannot access the application, nor can you use the prior version.

Changing Your Password

You may change your password at any time, but not more than once a day.

To change your password:

1. On the NFC Welcome Banner (**Figure 2**), select **File > Change Password**. The Change Password pop-up (**Figure 4**) appears.

Figure 4. Change Password pop-up

2. Complete the fields as indicated under [Change Password Pop-up Field Instructions](#).
3. Click **[OK]** to change the password or **[Cancel]** to cancel the function and return to the NFC Welcome Banner.

Starting EMCP For STAR

EMCP for STAR is included with the PRMS software. This software is available by internet download, FTP download, on CD-ROM, and on diskettes. When PRMS is installed, EMCP is also installed. To access PRMS/EMCP from the internet, go to the NFC home page at www.nfc.usda.gov and link to the NFC Download Center. For more information on installing/downloading EMCP for STAR users, see Title I, Chapter 25, Permissions System (PRMS).

To start EMCP for a STAR user:

1. From the Start menu, select **Start > Programs > National Finance Center > Star Employee**. The Employee Menu window (**Figure 3**) is displayed.

Exiting EMCP

This section provides instructions for exiting EMCP.

To exit EMCP, select **File > Exit** on the Employee Menu. To exit the current window, click



EMCP Operating Features

EMCP is designed in a Windows format, providing mouse-driven, point-and-click functionality; command buttons; and other Windows features. This section reviews these basic Windows features and describes other features that are specific to EMCP.



Window and **Help** appear on all menu bars and display the same pull-down menus. Instructions for using **Window** are provided under [Arranging And Viewing Multiple Windows](#). Instructions for using **Help** are provided under [EMCP Help](#).

For more information, see:

[EMCP Tool Bar](#)

[EMCP Command Buttons](#)

[EMCP Pop-ups](#)










[EMCP Functional/Directional Keys](#)

[EMCP Message Pop-ups](#)

EMCP Tool Bar

The EMCP tool bar is a row of tool (icon) buttons located below the menu bar. Each tool button displays an icon that depicts its processing function. Tool buttons, like menu options, are used to display windows and initiate functions that are relevant to the open window. Tool buttons can be used as shortcuts for selecting options from the pull-down menus. In most cases, the tool buttons can be used in lieu of the menu bar.

Tool buttons used throughout EMCP are shown in the following table.

EMCP Tool Buttons	
Button	Description
	Used to add a record.
	Used to close a window.
	Used to delete a record.
	Used to display help text.
	Used to print the open window.
	Used to save a record.
	Used to search for data entered.
	Used to update a record.
	Used to change one or more employees' contact point.

EMCP Command Buttons

EMCP pop-ups include command buttons that carry out an action described in the button's name. EMCP includes the following command buttons:

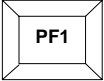
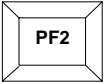
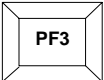
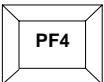
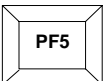
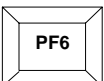
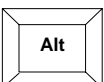
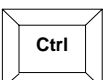

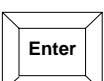


EMCP Command Buttons	
Button	Description
<div>Cancel</div>	Used to cancel a function.
<div>Find</div>	Used to search for the data entered.
<div>No</div>	Used to decline an action on a message pop-up.
<div>Yes</div>	Used to accept data on a message pop-up.

EMCP Pop-ups

Pop-ups do not have a menu bar or a tool bar; however, they do have command buttons that carry out an action implied in the button's name. For a list of command buttons that appear on EMCP pop-ups, see [EMCP Command Buttons](#).

EMCP Functional/Directional Keys

Your keyboard includes the following function keys to be used in EMCP.

Function Keys	
Key	Description
	Used to display Help.
	Used to search for the data entered.
	Used to close the active window.
	Used to add a record.
	Used to update a record.
	Used to delete a record.
	Used in conjunction with the Hot Keys (underlined characters) to perform certain actions.
	Used in conjunction with the P key to print records and in conjunction with the S key to save records.
	Used to delete text within a field.
	Used to process an action.
	Used to advance within a field.
	Used to advance to the next field.

EMCP Message Pop-ups

Throughout EMCP, message pop-ups appear when certain actions are performed. These pop-ups notify the user of an action that must be taken and/or an error condition that must be corrected. Command buttons are used on these pop-ups. These command buttons accept or cancel the message. You must click a command button in order for the pop-up to disappear and to return to the active window. An example of a message pop-up (**Figure 5**) is displayed.

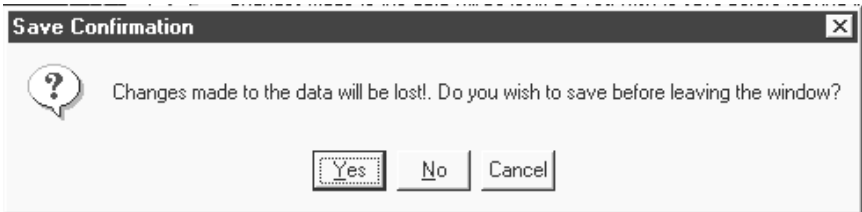



Figure 5. Message pop-up

EMCP Main Menu

After accessing EMCP, the Employee Menu (**Figure 3**) is displayed showing the Employee Menu bar with three options.

Below is a brief description of each option.

- **File.** Used to display the employee list and to close EMCP.
- **Window.** Used to cascade open windows.
- **Help.** Used to display help.

To display help for an option, move to the option and select **Menu Option > Help** at any window. The field level help (**Figure 6**) is displayed. To return to the previous EMCP window, click .

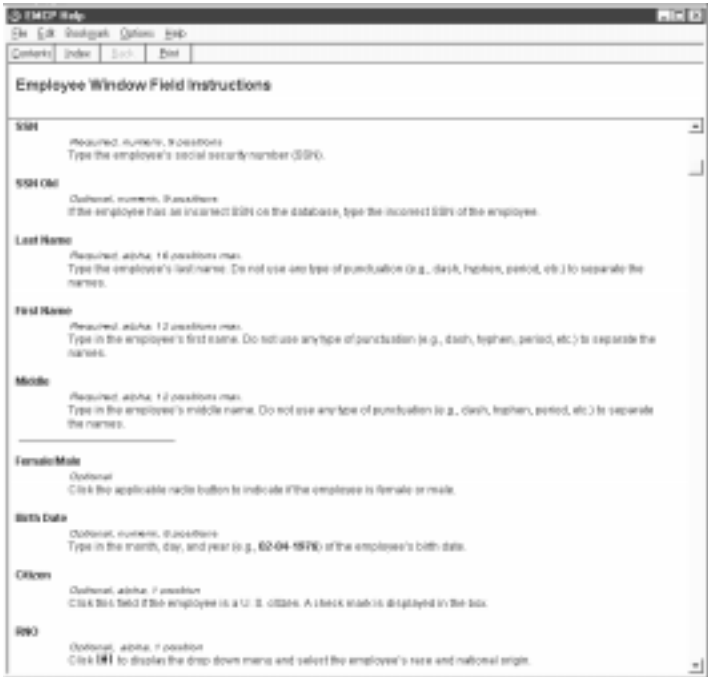


Figure 6. Field Level Help

Each option on the Employee Menu has a coordinating drop-down menu with additional options. To select an option from the Employee Menu, position the arrow at the applicable selection and click the selection.

Instructions follow for selecting and using the applicable options.

Using EMCP

This section presents the following topics:

[Searching For An Employee](#)

[Displaying The Employee List](#)

[Adding/Updating A Record For Mainframe Applications](#)

[Adding/Updating A Record For STAR](#)

[Deleting Items In EMCP](#)

Searching For An Employee

The first pop-up that appears when you select **File > Employee List** from the Employee Menu (**Figure 3**) is the Search pop-up (**Figure 7**). This pop-up is used to search for an employee.

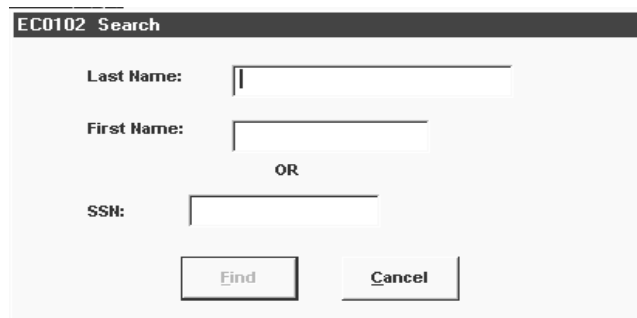


Figure 7. Search pop-up

To search for an employee:

1. From the Employee Menu, select **File > Employee List**. The Search pop-up appears.
2. Complete the fields as indicated under [Search Pop-up Field Instructions](#).
3. Click **[Find]** to search for the employee or **[Cancel]** to cancel the search.

Displaying The Employee List

In EMCP, you can display a complete list of employees and/or users maintained by an administrator.

To display the employee list:

1. From the Employee Menu, select **File > Employee List**. The Search pop-up appears.
2. On the Search pop-up in the Last Name field, type % (percent sign).

- Click **[Find]**. The Employee List window (**Figure 8**) is displayed with a list of employees for that administrator.

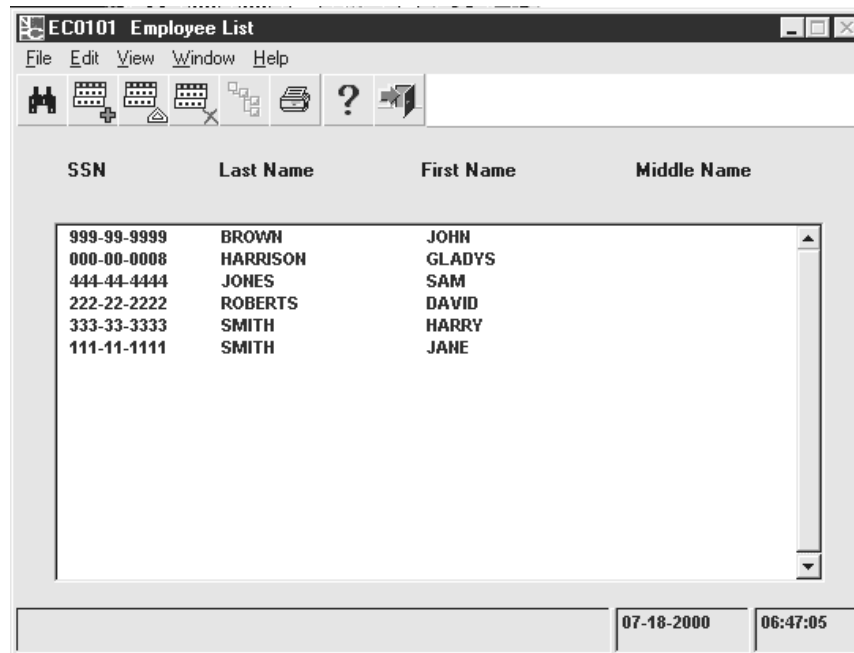



Figure 8. Employee List window

Adding/Updating A Record For Mainframe Applications


This option is used to add/update users and/or employees for mainframe applications.

To add/update an employee for mainframe applications:

- Select **File > Employee List** from the mainframe EMCP. The Search pop-up (**Figure 7**) appears.
- Click **[Cancel]** to cancel the Search pop-up (**Figure 7**). The Employee List window is displayed.
- To add a record, click . The Employee Window For Mainframe Applications (**Figure 9**) is displayed.

OR

To update an existing record, select the applicable employee on the Employee List



window and click . For information on the Employee List window, see [Displaying The Employee List](#).

The screenshot shows a window titled "EC8481 Employee". It contains several sections of input fields:

- SSN:** Two fields for SSN Old and SSN New.
- Names:** Last Name, First, and Middle name fields.
- Gender:** Radio buttons for Female and Male.
- Birth Date:** A date field.
- Citizen:** A checked checkbox.
- SSN:** A dropdown menu.
- Handicap:** A checkbox.
- Education:** A dropdown menu.
- Uniform Service:** A dropdown menu.
- Veterans Preference:** A dropdown menu with "None" selected.
- Law Bar Membership:** A dropdown menu with "Not applicable" selected.
- Salary:** A text field.
- Adjustment Rate:** A text field.
- WGL Date:** A text field.
- Appointment RTE Date:** A text field.
- Work Schedule:** A dropdown menu.
- Type:** A dropdown menu.
- Dept:** A text field.
- Agency:** A text field.
- POB:** A text field.
- Servicing Agency:** A text field.

At the bottom right, there is a date and time stamp: 06-05-1998 18:40:25.


Figure 9. Employee Window For Mainframe Applications

4. Complete the fields as indicated under [Employee Window For Mainframe Applications Field Instructions](#).
5. Click  [Save] to save the record.
6. Click  to close the window and return to the Employee List window (Figure 8).

Adding/Updating A Record For STAR

This option is used by the STAR System Administrator to add/update user records. This must be done before a user can work in the STAR application.

To add/update a record for STAR:

1. Select **File > Employee List** from the STAR EMCP. The Search pop-up (Figure 7) appears.
2. Click **[Cancel]** to cancel the Search pop-up. The Employee List window is displayed.
3. To add a record, on the Employee List window, click . The Employee window for STAR (Figure 10) is displayed.

OR




To update an existing record, select the applicable employee on the Employee List window and click . For information on using the Employee List window, see [Displaying The Employee List](#).

Figure 10. Employee window for STAR

4. Complete the fields as indicated under [Employee Window For STAR Field Instructions](#).
5. Click  to save the record.
6. Click  to return to the Employee List window (**Figure 8**).

To change a contact point:

This option is used to change a contact point for one or more employees.


1. Highlight the employee(s) for which the contact point will be changed.
2. Click  to display the Change Contact Point To pop-up (**Figure 11**).
3. Complete the fields as indicated under Complete Contact Point To Field Instructions.
4. Click **[OK]** to change the contact point or **[Cancel]** to cancel the change.

Figure 11. Change Contact Point To pop-up

Deleting Items In EMCP

This option is used to delete employee records.

To delete an employee record:

1. On the Employee List Window, highlight the applicable employee.
2. Click **[Delete]**. The Confirm Delete pop-up (**Figure 12**) appears.

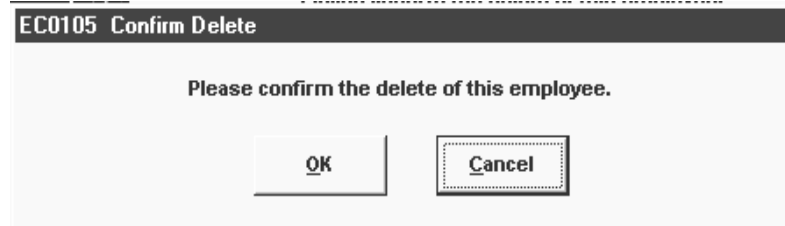


Figure 12. Confirm Delete pop-up

3. Click **[OK]** to delete the record or **[Cancel]** to cancel the delete.



When working in EMCP, you can delete a STAR employee even though the employee has outstanding T&A('s); therefore, it is recommended that you check the employee's T&A records before deleting a STAR employee in EMCP.

Field Instructions For EMCP Windows

This section presents the following topics:

[NFC Welcome Banner Field Instructions](#)

[Change Password Pop-up Field Instructions](#)

[Employee Menu Field Instructions](#)

[Search Pop-up Field Instructions](#)

[Employee List Window Field Instructions](#)

[Employee Window For Mainframe Applications Field Instructions](#)

[Employee Window For STAR Field Instructions](#)

NFC Welcome Banner Field Instructions

The NFC Welcome Banner (**Figure 2**) is used to log on to NFC applications. For more information, see [Starting EMCP For Mainframe Applications](#).

User Id	<i>Required, alphanumeric, 8 positions max.</i> Type your user identification number (user Id).
Password	<i>Required, alphanumeric, 6 – 8 positions</i> Type your unique password.
Server	<i>Required, alphanumeric</i> Click [▼] to display the drop down menu and select the applicable option.

Change Password Pop-up Field Instructions

The Change Password pop-up (**Figure 4**) is used to change your password. For more information on changing your password, see [Changing Your Password](#).

User Id	<i>Required, alphanumeric, 6 – 8 positions</i> Type your user Id.
Old Password	<i>Required, alphanumeric, 6 – 8 positions</i> Type your current password.
New Password	<i>Required, alphanumeric, 6 – 8 positions</i> Type your new password.
Confirm New Password	<i>Required, alphanumeric, 6 – 8 positions</i> Type the new password again to confirm it was entered as intended.

Employee Menu Field Instructions

The Employee Menu (**Figure 3**) is displayed when you select **Start > Programs > National Finance Center > Star Employee**. This is the first window you see when you log on to EMCP. The Employee Menu is used to make selections and navigate in EMCP.

Search Pop-up Field Instructions

The Search Pop-up (**Figure 7**) appears when you select **File > Employee List** from the Employee Menu. The Search pop-up is used to Search for an employee. For instructions on this process, see [Searching For An Employee](#).

Last Name

Optional, alphanumeric, 17 positions max.

Type the employee's full or partial last name.



If you type a % (percent sign) in the Last Name field, the complete employee list is displayed.

First Name

Optional, alphanumeric, 12 positions max.

Type the employee's full or partial first name.

SSN

Optional, numeric, 9 positions

Type the employee's SSN.

Employee List Window Field Instructions


The Employee List window (**Figure 8**) is displayed when you click **[Cancel]** on the Search pop-up. The Employee List window is used to display a list of employees for an administrator. For more information on the Employee List window, see [Displaying The Employee List](#).







When the Employee List window is initially displayed, it contains no data. For instructions on displaying data on the Employee List window, see [Displaying The Employee List](#).

Employee Window For Mainframe Applications Field Instructions


The Employee Window For Mainframe Applications (**Figure 9**) is used to add/update employees and/or users for mainframe applications that use EMCP.








The Employee Window For Mainframe Applications (**Figure 9**) is displayed by clicking  on the Employee List window (**Figure 8**) in the mainframe EMCP application. For instructions on this process, see [Adding/Updating Records For Mainframe Applications](#).

SSN	<i>Required, numeric, 9 positions</i> Type the employee's 9-digit SSN. This field defaults to 000000000 . You must first delete the default.
SSN Old	<i>Optional, numeric, 9 positions</i> If the employee has an incorrect SSN on the database, type the incorrect 9-digit SSN.
Last Name	<i>Required, alphanumeric, 16 positions max.</i> Type the employee's last name.
First	<i>Required, alphanumeric, 12 positions max.</i> Type the employee's first name.
Middle	<i>Optional, alphanumeric, 12 positions max.</i> Type the employee's middle name.
Female/Male	<i>Required</i> Click the applicable radio button to distinguish the gender of the employee.
Birth Date	<i>Required, numeric, 10 positions</i> Type the employee's date of birth. The MM-DD-YYYY format is used.
Citizen	<i>Required</i> Click this field if the employee is a United States citizen. A check mark appears in this box.
RNO	<i>Required</i> Click  to from a list of available race/national origins. For a list of valid values, see TMGT, Table 025, AD-350 Personnel Block and Description.
Handicap	<i>Optional, numeric, 2 positions</i> Type the employee's handicap code. This field is used to identify physical or mental disabilities, or the history of such disabilities, that are likely to cause an employee to experience difficulty in obtaining, maintaining, or advancing in employment. Refer to the Office of Personnel Management (OPM) instructions for procedures to be used in collecting and reporting handicap data. For a list of valid values, see TMGT, Table 025, AD-350 Personnel Block and Description.
Education	<i>Required, numeric, 2 positions</i> Click  to select the employee's educational level. For a list the valid values, see TMGT, Table 025, AD-350 Personnel Block and Description.
Uniform Service	<i>Optional, numeric, 1 position</i> Click  to select the employee's current military status. For a list of valid values, see TMGT, Table 025, AD-350 Personnel Block and Description.
Veterans Preference	<i>Optional, numeric, 1 position</i> Click  to select the employee's entitlement to veteran's preference. For a list of valid values, see TMGT, Table 025, AD-350 Personnel Block and Description.

Law Bar Membership	<p><i>Optional, numeric, 1 position</i></p> <p>Click [▼] to select whether or not the person has a law degree and is a member of the bar. For a list of valid values, see TMGT, Table 025, AD-350 Personnel Block and Description.</p>
Salary	<p><i>Required, numeric, 8 positions max.</i></p> <p>Type the employee's salary.</p>
Adjustment Rate	<p><i>Required, numeric, 8 positions max.</i></p> <p>Type the employee's adjusted salary. The employee's adjusted salary can be verified in the Information/Research Inquiry System (IRIS) IRIS Program IR101, Salary Data.</p>
WGI Date	<p><i>Optional, numeric, 10 positions</i></p> <p>Type the employee's within grade increase (WGI) date in MM-DD-YYYY format.</p>
Appointment NTE Date	<p><i>Optional, numeric, 10 positions</i></p> <p>Type the employee's not to exceed (NTE) date in MM-DD-YYYY format.</p>
Work Schedule	<p><i>Required, alpha</i></p> <p>Click [▼] to select the employee's work schedule. For definitions of the valid values, see Mainframe Work Schedule Table.</p>
Type	<p><i>Required, alpha</i></p> <p>Click [▼] to select the employee's employment type. Valid values are Employee and Non-Employee.</p>
Dept	<p><i>No entry</i></p> <p>This field is system generated. The department is displayed in this field.</p>
Agency	<p><i>Required, alphanumeric, 2 positions</i></p> <p>Type the employee's 2-character agency code. A list of agency codes is displayed in TMGT, Table 023, Agency/Bureau.</p>
POI	<p><i>Required, numeric, 4 positions</i></p> <p>Type the employee's 4-digit personnel office identifier (POI). A list of POI's is displayed in TMGT, Table 001, Personnel Office Identifier Name and Address.</p>
Servicing Agency	<p><i>No entry</i></p> <p>This field is system generated. The servicing agency is displayed in this field.</p>


Employee Window For STAR Field Instructions

The Employee window for STAR (**Figure 10**) is used by the STAR System Administrator to add/update records for STAR users. The Employee window for STAR is displayed by clicking  on the Employee List window (**Figure 8**) in the STAR EMCP application. For instructions on adding/updating STAR user records, see [Adding/Updating A Record For STAR](#).

SSN	<i>Required, numeric, 9 positions</i> Type the employee's 9-digit SSN.
Last Name	<i>Required, alphanumeric, 17 positions max.</i> Type the employee's last name.
First	<i>Required, alphanumeric, 12 positions max.</i> Type the employee's first name.
Middle	<i>Optional, alphanumeric, 12 positions max.</i> Type the employee's middle name.
Work Schedule	<i>Required</i> Click  to select the employee's work schedule. For definitions of the valid values, see the STAR Work Schedule Table .
Pay Plan	<i>Required, alpha, 2 positions</i> Click  to select the employee's pay plan. For definitions of the valid values, see the Pay Plan Table .
Tour of Duty	<i>Required, numeric, 6 positions max.</i> Type the number of hours in the employee's tour of duty. Type the number of hours in the first 4 positions, and if fractions are necessary, type a "." and the fraction in the last 2 positions. For definitions of the valid fraction values, see the Fractions Of Hours Table .
Special Type	<i>Conditional, alpha</i> Click  to select the employee's special employment type code. For definitions of the valid values, see the Special Type Table .
Leave Information	
Annual Leave Category	<i>Required, numeric, 1 position</i> Click  to select the employee's annual leave category. This field defaults to 4 . For definitions of the valid values, the Annual Leave Category Table .
Sick Leave Category	<i>Required, numeric, 1 position</i> Click  to select the employee's sick leave category. This field defaults to 4 . For definitions of the valid values, see the Sick Leave Category Table .
Annual Leave Ceiling	<i>Required, numeric, 3 positions</i> Type the number of hours for the employee's annual leave ceiling. This field defaults to 240 .
Day Limitation	<i>Optional</i> Click this field if the employee is on a day limitation tour of duty. A check mark appears in this box.
Contact Point	
Agency	<i>Required, alphanumeric, 2 positions</i> Type the user's 2-character agency code. A list of agency codes is displayed in TMGT, Table 023, Agency/Bureau.

State	<i>Required, numeric, 2 positions</i> Type the user's 2-digit state code. A list of state codes is displayed in TMGT, Table 016, Geographical Location Codes With Names.
Town	<i>Required, numeric, 4 positions</i> Type the user's 4-digit town code. A list of town codes is displayed in TMGT, Table 016, Geographical Location Codes With Name.
Unit	<i>Required, numeric, 2 positions</i> Type the user's 2-digit agency-assigned unit code. The unit code is assigned by the agency to identify each contact point within a town.
Timekeeper Code	<i>Required, numeric, 2 positions</i> Type the user's 2-digit agency-assigned timekeeper code.

Change Contact Point To Popup Field Instructions

The Change Contact Point To pop-up (**Figure 11**) is used to change the contact point for one or more STAR users. This option is only available in the STAR version of EMCP. The Change Contact Point To pop-up is displayed by clicking  on the employee List window (**Figure 8**) in the STAR EMCP application. For instructions on changing contact points, see Adding/Updating A Record For STAR.

Agency	<i>Required, alphanumeric, 2 positions</i> Type the employee's 2-character agency code. A list of agency codes is displayed in TMGT, Table 023, Agency/Bureau.
State	<i>Required, numeric, 2 positions</i> Type the user's 2-digit state code. A list of state codes is displayed in TMGT, Table 016, Geographical Location Codes With Names.
Town	<i>Required, numeric, 4 positions</i> Type the user's 4-digit town code. A list of town codes is displayed in TMGT, Table 016, Geographical Location Codes With Name.
Unit	<i>Required, numeric, 2 positions</i> Type the user's 2-digit agency-assigned unit code. The unit code is assigned by the agency to identify each contact point within a town.
Timekeeper Code	<i>Required, numeric, 2 positions</i> Type the user's 2-digit agency-assigned timekeeper code.

Reference Tables

This section presents the following tables:

[Mainframe Work Schedule Table](#)

[STAR Work Schedule Table](#)

[Pay Plan Table](#)

[Fractions Of Hours Table](#)

[Special Type Table](#)

[Annual Leave Category Table](#)

[Sick Leave Category Table](#)

These tables provide a listing of references made in the [Field Instructions For EMCP Windows](#) section.

Mainframe Work Schedule Table

Full Time	A schedule that requires an employee to work hours as prescribed by the administrative work week for that particular employment group or class.
Full Time Seasonal	A schedule that requires an employee to work full-time for less than 12 months each year on an annually recurring basis.
Part Time	A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a prearranged scheduled tour of duty.
Part Time Seasonal	A schedule that requires an employee to work part-time for less than 12 months each year on an annually recurring basis.
Intermittent	A schedule that requires an employee to work an irregular number of hours or days for which there is a prearranged tour of duty.
Intermittent Seasonal	A schedule that requires an employee to work less than 12 months a year on an annually recurring basis, and that requires an employee to work an irregular number of hours or days for which there is no prearranged scheduled tour of duty.
Part Time Job Sharer	A schedule that requires an employee who is job sharing to work less than full-time, but for a specific number of hours (usually 16-32 per administrative work week) on a prearranged scheduled tour of duty.
Part Season Sharer	A schedule that requires an employee to work part-time for less than 12 months each year on annually recurring basis.

STAR Work Schedule Table

Full Time	Full Time Employee
Intermittent	An employee whose schedule is an irregular number of hours or days for which there is no prearranged tour of duty.
Intermittent 6	An intermittent employee who substitutes for a full time or part time employee for that pay period.
Part Time	Part Time Employee
1st 40 Hours	The first 40 hours of work performed in a week define the tour of duty for that particular week.

Pay Plan Table

General Schedule	General Schedule Employee
Wage Grade	Wage Grade Employee
Other	Other Employee

Fractions Of Hours Table

Blank	No Fraction
25	1/4 Hour
50	1/2 Hour
75	3/4 Hour

Special Type Table

Collaborators	Record Overtime Hours Only
Fire Chief	Biweekly Duty Hours Greater Than 80
Firefighter	Biweekly Duty Hours Greater Than 80

Annual Leave Category Table

0	Not Eligible For Annual Leave
4	Less Than 3 Years Of Service
6	More Than 3, But Less Than 15 Years Of Service
8	More Than 15 Years Of Service

Sick Leave Category Table

0	Not Eligible For Sick Leave
4	Eligible For Sick Leave

Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

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